

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107
24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

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#T2633 FIRE RECRUIT

MONTHLY SALARY (during the Fire Academy): \$2458 to \$2965

APPLICATION FILING PERIOD: FIRST DATE: December 16, 2005 LAST DATE: January 18, 2006

IMPORTANT: Please apply promptly. Completed applications must be received by the City of San Diego Personnel Department by 5:00 p.m. on the last date to apply, January 18, 2006. Late applications will be rejected. If returning your application via the U.S. Postal Service, you should use "Certified Mail Return Receipt Requested" to provide verification of timely delivery. Postmarks are NOT accepted. **Failure to meet the application filing deadline may result in your disqualification from this examination.** Persons may apply only once during this application filing period. Future application filing periods may be announced.

Fire Recruit is the entry level class in the Fire Fighter series. Fire Recruits attend a paid Fire Academy which may include course work and practice in fire prevention and suppression, emergency medical training and State and local laws. Upon successful completion of the Fire Academy, Recruits may be promoted to Fire Fighter I, salary range \$3117 to \$3750/month. In the sworn Fire classification career path, other opportunities for advancement include: Fire Fighter II, salary range \$4179 to \$5044/month; Fire Engineer, salary range \$4901 to \$5927/month; Fire Captain, salary range \$5649 to \$6837/month; and Fire Battalion Chief, salary range \$6583 to \$7969/month. In addition to the above salaries, persons in the sworn Fire classifications of Fire Fighter I and higher may be eligible for additional compensation for specialized skills or assignments, such as Certified paramedics - \$5.08/hour; Emergency Medical Technicians - 8.5%; Explosive Ordnance Disposal Detail - 10%; Hazmat Detail - 10%; Rescue - 2.5% to 10%; bilingual job assignment - 3.5%; an annual uniform maintenance allowance of \$900 is also paid. Employees are also eligible for \$5575 in annual benefits through a cafeteria-style flexible benefits plan which includes health insurance, life insurance, and dependent care coverage; 17 days of paid vacation/sick leave annually; and 11 paid holidays per year. Fire Fighters typically work a 56 hour workweek which consists of working eleven 24-hour days a month. At the end of the 28 day work cycle, they accrue 8 hours of compensatory time off. All overtime is compensated at premium rates.

REQUIREMENTS: You must meet the following requirements on the date you apply, unless otherwise indicated.

AGE: You must be 18 years of age by January 18, 2006, except for applicants who are high school graduates or who have a GED equivalency, who must be at least 18 by the time of hire.

GENERAL: United States citizenship or have the legal right to work in the U.S.

CERTIFICATES: Current, valid certificates for all of the following are required **at the time of application**, unless otherwise indicated. Please **submit two (2) copies of the front and back of the required certificates with your application.**

1. Emergency Medical Technician Certificate (EMT-I) issued by the State of California or by the National Registry (NREMT-Basic) or by an EMT certifying agency approved by the State of California. Certification by a state other than California without accompanying State of California or National Registry certification is not qualifying. **You must have current, valid State of California or National Registry EMT certification or your application will be rejected.**
2. CPR certification: American Heart Association Healthcare provider or equivalent.
3. A valid County of San Diego Emergency Medical Technician Certificate (EMT-I) is required **at the time of hire.**

NOTES:

1. Applicants who are currently enrolled in a State of California and/or National Registry Emergency Medical Technician (EMT-I) course or who have completed the course and are waiting to receive their certificate **may NOT apply. You must have a current, valid State of California or National Registry EMT certification at time of application or your application will be rejected.**

LICENSE: A valid California Class C Driver's License, which permits you to drive an automobile, is required at the time of hire.

HIGHLY DESIRABLE:

1. Current and valid **Paramedic** certificate issued by the State of California or the National Registry.
2. Current, valid **Candidate Physical Ability Test (CPAT)** certificate from a testing center using the standardized test developed and validated by the International Association of Fire Fighters (IAFF) and the International Association of Fire Chief's (IAFC). For more information on the CPAT exam please log on to <http://www.cpatonline.org> or <http://www.cffjac.org/jac/cpat/index.cfm>.
3. One year of work experience in the San Diego City Emergency Medical Service System.
4. Advanced Cardiac Life Support Provider certification.
5. County of San Diego Prehospital System Identification Card.
6. California Fire Fighter I or II Certificate indicating successful completion of a Fire Academy that meets the State of California Fire Service Training and Education System's Fire Fighter I/II certification standards, or equivalent.
7. Full-time paid experience as a Firefighter for an urban fire department.
8. Documented reserve or volunteer firefighting experience.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM and SPECIAL APPLICATION (the original and ONE copy of your application and two (2) copies of all attachments)** for this position. Your Special Application will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of the following:

1. **APPLICATION:** All properly completed applications will be evaluated for applicable education, experience, training and/or certification. Only those applicants whose qualifications most closely relate to the position requirements will be approved to continue in the screening process.
2. **EXAMINATION GUIDE:** An Examination Guide and **Written Test Appointment Notice** will be given to each applicant successful in the Application Screening Process. The Examination Guide contains material that must be studied and learned for the Written Test. All the information you need to know will be provided on the test or in the Examination Guide. The Written Test Appointment Notice will give the exact date, time, and location of the test. **You must have a Written Test Appointment Notice in order to be admitted to the test.**

YOU MUST SUBMIT, WITH YOUR APPLICATION, A SELF-ADDRESSED STANDARD 9" X 12" ENVELOPE WITH \$1.98 POSTAGE STAMPS IN ORDER TO RECEIVE THE EXAMINATION GUIDE AND WRITTEN TEST APPOINTMENT NOTICE. (DO NOT SEND CARDBOARD/PRIORITY ENVELOPES)

3. **WRITTEN TEST:** All qualified applicants must take a general aptitude Written Test, which may include but is not limited to the following factors: Learning the Training Material contained in the Examination Guide; Mechanical Reasoning; Reading Comprehension; Oral Comprehension; Reading Charts, Graphs, and Diagrams; and Basic Mathematics. No prior knowledge of fire fighting information is necessary to take the test. All the information you need to know will be provided on the test or in the Examination Guide **Weight 100%**

Written Test Dates: The Written Test will be administered beginning late March or early April, 2006. Approved applicants will be notified by mail regarding the specific date, time and location.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. Category placement will be based on each candidate's final score as follows: **Category 1:** 70 and above.

Various Fire Academy vacancies may require an emphasis on specific knowledge, skills or abilities; therefore, based on the requirements of each Fire Academy, the San Diego Fire-Rescue Department will review the corresponding list of eligibles certified to the hiring department, and only those candidates with the most appropriate qualifications will be contacted for an interview. Preference in hiring may go to paramedic candidates, depending on appointing authority requirements at time of hire.

PHYSICAL ABILITY TEST: The City of San Diego Physical Ability Test (PAT) will be administered **ONLY** to candidates admitted to the final step of the selection process. Information regarding the PAT and dates for testing will be provided only to these candidates, who must pass the PAT in order to be considered for employment as a Fire Recruit.

IMPORTANT NOTICE: Candidates who have a current, valid Candidate Physical Ability Test (CPAT) certificate from a testing center using the standardized test developed and validated by the International Association of Fire Fighters (IAFF) and the International Association of Fire Chief's (IAFC), may **WAIVE** the City of San Diego PAT. For more information on the CPAT exam please log on to <http://www.cpatonline.org> or <http://www.cffjac.org/jac/cpat/index.cfm>.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job. Screening processes may include, but are not limited to the following, including confirmation of citizenship/legal right to work in the United States.

- A. BACKGROUND INVESTIGATION:** Fire Recruit applicants admitted to the final step of the selection process will be required to successfully pass a very thorough background investigation which includes but is not limited to a conviction record check, D.M.V. driving record check, military record check, reference checks, review of prior employment history, and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for an FBI/NCIC conviction record report. A basis for automatic disqualification of an applicant would be: any felony conviction; falsification of background, identity, education or any material fact on application or in interview; any illegal drug usage in the last 3 years; dishonorable or bad conduct discharge from military service; Driving Under the Influence (DUI) conviction in the last 3 years or other serious violation such as hit and run, manslaughter, reckless driving, or other similar violation; four moving traffic convictions in the last 3 years. A basis for potential disqualification of an applicant would be: general discharge from military service; poor employment record; history of consistently poor credit; any conviction less than a felony, subject to review by the Personnel Director. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.
- B. MEDICAL EXAMINATION:** Fire Recruit applicants admitted to the final step of the selection process must pass a comprehensive medical examination, including a drug screening before being hired. Corrected or uncorrected vision must be 20/20 or better, both eyes together, with acceptable color vision. Monocular vision is not acceptable. For vision requirements, please refer to the attached Vision Requirements for Fire Recruit Candidates.

All of the above processes must be successfully completed before employment begins.

CITY OF SAN DIEGO

Vision Requirements for Fire Recruit Candidates

1. Prior to being hired or offered employment, applicants must pass every aspect of a comprehensive medical examination and review of their medical history. Every medical standard must be met before an applicant will be approved by the City's examining physician. Vision standards are of no more importance than any other medical standard, but are given explanation because of new technology.
2. Your visual acuity must be 20/20 corrected or uncorrected, both eyes together. If your vision needs correction to 20/20, it must be corrected with eyeglasses at the time of the preplacement medical examination given by the City of San Diego. You will need to take your eyeglasses with you to the medical examination appointment.
3. In addition to meeting the requirements in # 1 above, if your vision needs correction to 20/20, you may choose to wear soft contact lenses. If you plan to wear soft contact lenses on the job, take your lenses with you to the medical examination appointment.

Hard contact lenses, including those known as semi-soft, semi-rigid, semi-permeable, gas permeable and similar lenses are not acceptable. Orthokeratology lenses are also not acceptable.

If you choose to wear soft contact lenses, you will be asked to present satisfactory medical evidence from your private optometrist or ophthalmologist documenting that you currently are a successful wearer of these lenses. Such documentation must also indicate if you have any medical contraindications to wearing soft contact lenses. We will request this information from you following the medical examination given by the City.

4. (a). If you have undergone any type of refractive vision surgery (or Atouch up@ surgery) such as Laser-Assisted In Situ Keratomileusis (LASIK) radial keratectomy (RK), or photo refractive keratectomy (PRK), a year or longer prior to being medically considered for a Fire Recruit or Fire Fighter position, you must be substantially free of vision problems such as impaired vision at night or under dim lighting conditions, sensitivity to glare, starbursts experienced around light sources such as street lights or headlights, hazing or blurring of vision, eye irritation and pain, progressive regression of visual acuity, and daily changes in visual acuity. Your vision must be 20/20 both eyes together. If it is not, it must be corrected to 20/20 both eyes together in accordance with the requirements in No. 1 or 2 above.

You will be asked to submit the results of a recent eye examination from your private ophthalmologist documenting the status of your vision. We will request this information from you following the medical examination given by the City.

- (b). If you have undergone any type of refractive vision surgery (or Atouch up@ surgery) within less than a year of being medically considered for a Fire Recruit or Fire Fighter position, you may be hired on a conditional basis if you successfully complete a City provided vision examination prior to hire and at periodic intervals thereafter until one year has elapsed from the date of the last vision surgery or Atouch up@ surgery. You must be substantially free of the vision problems outlined in paragraph 4(a) above. Your vision must be 20/20 both eyes together. If it is not, it must be corrected to 20/20 both eyes together in accordance with the requirements in No. 2 or 3 above.
5. In all cases, you need to have binocular vision (vision in both eyes), normal visual fields, normal binocular fusion, and freedom from other visual conditions that would interfere with your ability to perform the full range of duties of a Fire Fighter with the San Diego Fire-Rescue Department.
6. In all cases, you need an acceptable level of color vision. This is determined at the time of the medical examination given by the City using standardized color vision tests.

NOTE: The contents of this announcement are for the general information of candidates. They do not constitute an expressed or implied contract. Final determination of a candidate's medical suitability for employment is determined at the time of the medical examination.

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER